

PROCEDURE – PROGRAMME PROPOSALS

Purpose of Procedure

The purposes of this Eastern Community Broadcasters Inc. hereafter referred to as Radio Eastern fm procedure are to:

- Provide guidance to The Programme Sub-Committee which is required to ensure that programme proposals from the local community and from station volunteers are considered for broadcast in line with station policies and the requirements of the Australian Communications and Media Authority (ACMA)
- Provide guidance to those submitting programme proposals.

Background

This procedure is in keeping with the desire to encourage members of the community to contact Radio Eastern fm with feedback about the service and to enquire about participating in the operations of the station, in particular in relation to making programme proposals.

Procedure

Programme proposals may include suggestions or requests for:

- Regular slots in the station Programme Grid (the “Program Guide”)
- Suggestions for one-off programme proposals which may for example coincide with a community festival or public holiday
- Suggestions for a one-off or regular segment in an existing programme
- Proposals for new and/or regular programmes in the Programme Grid that relate to local community needs
- Outside Broadcasts from community events, festivals, musical concerts or any other community events.

In considering programme proposals the Programming Sub-Committee (PSC) shall take into consideration the music selection conforms to the current Music Policy

The (PSC) shall consider all programme proposals their next meeting when they were received at least seven days prior to that meeting.

Upon receipt of a programme proposal, The PSC Manager shall place the proposal on the agenda for the next scheduled meeting of the PSC that occurs not less than one week after the receipt of the programme proposal. This allows for all PSC Members to pre-consider all proposals.

The PSC shall give due consideration to whether all proposals received: Have merit, Lack detail, and therefore require further support or guidance and Comply with all station policies

The PSC shall respond in writing to the proposer confirming receipt and if deemed necessary to suggest how to improve their proposal by referring to station policies or advising the proposer of content, technical or procedural considerations they may need to address.

The PSC shall include in its minutes for reporting to the Committee of Management (CoM):

- Details of each Programme proposal received since the most recent CoM
- Policies against which decisions were made in relation to each proposal
- A recommendation to the CoM about whether or not to accept the proposal or offer recommendations for the Programme Sub-Committee.

- If recommending acceptance of the proposal, further recommendations about how to support the proposal through the planning and broadcasting phases, including scheduling and production, shall be recorded in the PSC Minutes.

Once the CoM has deliberated upon the recommendations from the PSC, the PSC shall notify individuals or organisations about: The outcome of their proposals, Steps they may take to question the decisions and the steps they and the station may take to progress towards broadcast of accepted proposals.

Annual grid applications for regular inclusion of a programme in the “Program Guide”

Additional requirements exist associated with grid applications for regular programme slots submitted by accredited Radio Eastern presenters:

- The PSC shall distribute calls to apply for positions on the programme grid three months prior to the start date.
- Presenters will have up to 35 days to complete and submit their applications from the date of distribution of the notification.

Grid applications not received by the 35 day deadline may be considered but those received on time will be given priority of allocation according to the requests of those applicants who complied with the deadline.

A grid application detailed summary shall be submitted by the PSC not later than one week prior to the February and July meetings of the CoM each year.

The draft grid allocation shall be submitted not later than one week prior to the March and August meetings of the CoM for their approval. Once decisions by CoM have been reached, applicants will be notified by the PSC of the outcome of their grid application.

This Procedure is supported by the most recent versions of the Programme Proposal Policy

Procedure reviewed and updated: 06-03-2025